

<b>Title</b>	<p><b>“Logistics Services for Transportation and ad-valorem Insurance of ITER Cold Circulators and its components ”</b></p> <ul style="list-style-type: none"><li>• Scope 1: Japan to France for ODC Items [ Electrical Cabinet + Cables + loose items]</li><li>• Scope 2: Japan to France for Non ODC Items [ Cartridge + Ext. magnetic shield]</li><li>• Scope 3: Japan to India for Non ODC Items [ Casing + Thermal shield + loose items]</li></ul>
<b>Sub Title</b>	<p><b>PART-A (I): Instructions to Bidders and General Conditions of Bid Submission</b></p>

ITER-India, Institute for Plasma Research

Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,

Ahmedabad 380005, Gujarat, India





**ITER-India**  
**(Institute For Plasma Research)**

Tender Notice No.

I-ITN19008

Type of document	Tender Document – Instruction to Bidders
INDUS number	
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Current Document phase	Signed
Current Document Version	V1.0
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Title	<p><b>“Logistics Services for Transportation and ad-valorem Insurance of ITER Cold Circulators and its components”</b></p> <ul style="list-style-type: none"><li>• <b>Scope 1: Japan to France - [ Electrical Cabinet + Cables + loose items] – ODC Items</b></li><li>• <b>Scope 2: Japan to France - [ Cartridge + Ext. magnetic shield] – Non ODC Items</b></li><li>• <b>Scope 3: Japan to India - [ Casing + Thermal shield + loose items] – Non ODC Items</b></li></ul>

Written by	Reviewed by	Approved by
ITER-India	ITER-India	ITER-India
Signature/s in sequence	Signature/s in sequence	Signature/s in sequence

**ITER-India, Institute for Plasma Research**  
**Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,**  
**Ahmedabad 380005, Gujarat, India**  
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## 1 Instructions to Bidders

Table 1: Instructions to Bidders

Instructions	
a.	<p>All communications related to this tender must be sent to the following Single Point of Contact (SPOC).</p> <p><b>Purchase Officer</b>  Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,  Ahmedabad 380005, Gujarat, India  E-mail: <a href="mailto:purchase@iter-india.org">purchase@iter-india.org</a>  Phone: +91-79-2326 9656 /9530</p>
1.1 Tender Process Road Map	
1.2 Tender Notification	
a.	This is a <b>TWO PART PUBLIC TENDER</b> . Bidders shall submit bids in Two Part
b.	PART-A: Technical & Commercial Bids without price [Part-A(I), Part-A(II), Part-A(III) & Part-A(IV)]
c.	PART-B: Price Bid
1.3 Tender Documents / Tender Specifications & Requirements	
<p>The scope of work, technical requirements, Terms &amp; conditions of the Purchase/Service Order and bidding procedures are prescribed in the tender documents. The tender documents include the following sections. Each section is provided in a separate document with appropriate title.</p>	
a.	PART-A (I): Instructions to Bidders and General Conditions of Bid Submission
b.	Part-A (II): Essential Eligibility Criteria
c.	Part-A (III): Scope of Work and Technical Specifications
a.	Part-A (IV): Terms and Conditions
b.	Part-B: Price Bid instructions and the price bid template
1.4 Procedure for obtaining Tender Documents	
a.	Tender Documents are available on ITER-India web site ( <a href="https://www.iter-india.org/tenders">https://www.iter-india.org/tenders</a> ) under Opportunities for Industry/ITER-India Tenders “Public/Global Tenders” menu for download



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| b. | The downloadable soft copies of the tender documents are <b>provided in PDF</b> format.  |
| c. | Alternatively tender documents in hardcopy form can also be obtained directly (in person/by post) from the Purchase Officer, ITER-India by submitting the prescribed Tender Fees. The hard copy of Tender documents in this mode shall be issued up to <b>25<sup>th</sup> October 2019</b> . |
| d. | Issue of tender documents does not mean that a Bidder is automatically qualified to submit bids. ITER-India's decision to consider as to whether a bidder has met with the eligibility criteria is final.  |

### 1.5 Pre-bid Queries

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| a. | The potential bidders are required to furnish in writing their pre-bid queries (both technical and commercial) latest by <b>25<sup>th</sup> October 2019</b> . The bidders are required to raise the queries if any, strictly as per the enclosed format (Section: <a href="#">3.11</a> /Anneuxre-A1) and send them to the Purchase Officer, ITER-India.   |
| b. | In case a potential bidder makes any alternative suggestions with respect to the tender requirements, the same will be discussed and noted for further evaluation by ITER-India. However ITER-India reserves the right to accept or reject such suggestions at its discretion.   |
| c. | Consolidated pre-bid clarifications and modification(s) to the tender documents, which may become necessary as a result of the pre-bid queries, shall be uploaded to ITER-India web site ( <a href="https://www.iter-india.org/tenders">https://www.iter-india.org/tenders</a> ) under Opportunities for Industry/ITER-India Tenders "Public/Global Tenders" menu and also communicated to the potential bidders |

### 1.6 Amendments to tender documents

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| a. | The purchaser reserves the right to issue any amendments, clarifications, etc. to the tender documents, giving reasonable time, and prior to the bid opening. Such amendments, clarifications etc., shall be given due consideration by the bidders while submitting the bids and invariably enclose such documents as a part of the bid. All such amendments, clarifications, etc., will be uploaded to ITER-India website and also communicated to the potential bidders. The purchaser will bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. |
| b. | It is to be noted that all further updates or amendments, if any, regarding the tender dates, specifications and terms & conditions shall be notified and uploaded on ITER-India website and no separate corrigendum would be published in this regard. Therefore, potential bidders need to visit the website of ITER-India on a regular basis for such updates.   |

### 1.7 Tender Fee & EMD

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| a. | The completed bids should be submitted along with Tender Fees and Earnest Money Deposit (EMD) as per the following details referring to the bid submission format  |
| b. | <b>Tender Fee (Non-Refundable):</b> Bidder shall submit a tender fee of <b>INR 590.00 (Indian Rupees Five Hundred and Ninety only)</b> , inclusive of applicable Goods & Service Tax (GST) in the form of a <b>Demand Draft (DD)</b> or through <b>National Electronic Funds Transfer (NEFT)</b> as per the details given below. |
| c. | <b>Earnest Money Deposit (EMD):</b> Bids must be submitted along with Earnest Money Deposit (EMD) for <b>INR 48,000.00 (Indian Rupees Forty Eight Thousand and Three Hundred only)</b> by a <b>Demand Draft or through RTGS or through NEFT</b> as per the details mentioned below.  |



d.	The DD shall be drawn in favour of <b><u>Institute for Plasma Research A/c ITER-India</u></b> and payable at <b><u>Ahmedabad, INDIA</u></b> . Bidder's name and tender number shall be indicated on the reverse side of the Demand Draft. The DD in case of INR shall be from State Bank of India (SBI) or from any of the Nationalized banks or one of the banks namely ICICI Bank, IDBI Bank, HDFC Bank, and AXIS Bank.  Demand Draft (DD) should not be prior dated to the date of advertisement.
e.	EMD/Tender Fees can be submitted through RTGS (Real Time Gross Settlement)/NEFT by bidders <b><u>prior to bid submission due date</u></b> (Ref: section: <a href="#">1.9.3</a> ). The proof of the RTGS/NEFT shall be submitted in Envelope-1.1 of the bid document as per section: <a href="#">2.1.2</a> . All charges for DD/RTGS/NEFT shall be borne by the bidder.
f.	Bank details of ITER-India for <b>RTGS/NEFT</b> are as mentioned below: Beneficiary Name -Institute for Plasma Research A/c ITER-India A/c No. 30360884053 State Bank of India IPR Bhat Branch, Gandhinagar-382428 IFS Code : SBIN0010864 MICR : 380002096
g.	EMD of successful bidder will be returned, without any interest, after signing the Purchase/Service Order and after receipt of error free Security Deposit (SD)
h.	EMD of unsuccessful bidder will be returned, without any interest, after the award of Purchase Order.
i.	The EMD shall be forfeited if the bidder withdraws or amends or impairs or derogates from the submitted tender in any respect within the period of its validity. The Purchaser shall charge applicable GST, prevailing at that time on amount of EMD forfeited.
j.	<b>Bids received (except bidders registered with National Small Industries Corporation (NSIC), Directorate of Purchase and Stores (DPS) and Micro and Small Enterprises (MSEs) &amp; such bidders furnishing proof of valid certificate or any other valid proof) without the prescribed Tender Fee and EMD shall not be considered for further evaluation.</b>

## 1.8 Preparation of Bids & Bid Content

### 1.8.1 General

a.	Before preparing the bids, the Bidders shall read all the tender documents carefully.
b.	Detailed instructions and format for preparing the tender response and its content have been provided at section: <a href="#">2</a> of this document. Different templates and formats have been provided to assist the bidders.
c.	The bids shall be prepared in duplicate. Each shall be clearly marked as "Original" or "Duplicate". In the event of any discrepancy between them, the original shall govern.
d.	The bid documents shall be prepared in English language only

- e. All pages of the bid documents shall be numbered. Each page of the bid document shall be stamped and initialized.

### 1.8.2 Technical Bid Preparation

- a. Bidders should furnish all necessary details against Tender specifications provided in the Tender documents. A general outline of the required bid submission content is provided in the Section-2 of this document.
- b. Additionally a soft copy of the **PART-A bid submission content** shall be prepared in the form of **CD/DVD/USB Flash Drive** for submission. **Part-B (Price Bid) content shall be strictly avoided in this soft copy submission of the bids.**

### 1.8.3 Price Bid Preparation

- a. Refer to Price bid document (Part-B) for specific instructions and bid format on Price Bid preparation.
- b. Bid should be free from Corrections and Erasures. Corrections, if any, must be attested. All total amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.
- c. Refer to Part-A (IV) for Terms and Conditions of Purchase Order.

### 1.8.4 Loading Criteria for Price Comparison of Bids:

- a. In case of deviation in payment terms other than specified in payment schedule and accepted by ITER-India, then Prime Lending Rate (PLR) of State Bank of India(SBI) prevailing as on date of tender will be loaded on additional payment(s) for price comparison purpose.

## 1.9 Bid Submission

### 1.9.1 Bid Submission instructions

- a. Refer to Section-2 of this document, for more details on bid submission envelopes , their format and their content.
- b. All bids in response to this tender shall be submitted in TWO PART (Part-A & Part-B) in separate envelopes, duly sealed and superscribed with **Tender Notice Number , Due Date and Time** as per the details provided at Section-2 of this document. An additional Main envelop covering Part-A & Part-B envelopes may be used to submit the bids as described at Section-2 of this document.
- c. All technical specifications and technical details along with commercial terms and conditions (**without price**) shall be included only in Part-A of the bid.  
Part-B (Price bid) comprising of price details shall be submitted in a separate envelope.



d.	The bidder shall take special care in order not to mix-up price details with the Part-A (Technical and Commercial bid without price) and vice versa. Any violation of these conditions may lead to rejection of the bid.
e.	The Main envelope containing Part-A & Part-B bids shall also contain the EMD & Tender Fees enclosed in a separate envelope (refer to section-2 for details).
f.	The bids shall be submitted in duplicate along with a soft copy of only the Part-A bids in the form of CD/DVD/Flash drive.
g.	The bidders are advised to use high quality plastic envelopes/covers to protect the bids from any damage in transit.
h.	If the envelopes are not sealed and marked as indicated in the tender, then the purchaser will assume no responsibility of pre-mature opening of the bid leading to the consequences such as rejection of bid, etc.
i.	Bids received without the details asked for including proof of eligibility may not be considered.
j.	<b>Those who do not meet with the essential eligibility criteria need not submit bids.</b>

#### 1.9.2 Mode & Address of Bid Submission

a.	Sealed bid documents can be sent by <b><u>Speed Post/Registered Post/Courier/in-person</u></b> at the address given below so as to reach by the stipulated due date and time. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents.
b.	Those who are submitting bids in-person are required to ensure that the bid main envelope is time stamped at the security gate of ITER-India and the same needs to be deposited to attending security personnel.
c.	Address for Bid Submission : Purchase Officer Block A, Sangath Skyz, Bhat-Motera Road, Koteswar, Ahmedabad 380005, Gujarat, India Phone: +91-79-23 26 9656 /9529

#### 1.9.3 Due date and Time for bid submission

a.	The complete bid documents in the prescribed format shall be submitted to the Purchase Officer, ITER-India latest by <b><u>13:00 hrs. (IST) on 1<sup>st</sup> November 2019.</u></b>
b.	No request for the extension of due date will be considered.
c.	ITER-India will not be responsible for any delay or loss of bid documents in transit.

d. Bidders are requested to prepare and submit their bids well in advance to the due date with due consideration of lead times required for an assured delivery by postal services to avoid unfortunate delays.

e. In the event of any date indicated above is a declared Holiday, the next working day shall become operative for the respective purpose mentioned herein.

#### 1.9.4 Rejection of Late/Delayed Bids

a. Bids received after the last date and specified time will be declared as **"DELAYED"**. Bids received after the opening of bids will be declared as **"LATE"**. **LATE and DELAYED bids WILL NOT be considered** and therefore, it is in the interest of the bidders to ensure that the bids reach the Purchase Officer, ITER-India on or before the stipulated due date and time .

#### 1.9.5 Validity of Bids

a. The bids should be valid at least for 90 days from the date of opening of Part-A bids. In case of unforeseen delays in concluding the tender evaluation, ITER-India may request the bidders for a suitable extension of validity of their bids without any change in quoted price and terms and conditions.

#### 1.10 Bid opening of Part-A

a. Bids will be opened in two stages (Stage-1: Part-A & Stage-2: Part-B) at ITER-India office as indicated in this tender document.

b. Part-A (Technical and Commercial bid without price) will be opened in the presence of attending bidders or their authorized representatives.

c. Unless otherwise advanced or postponed with advance intimation to the bidders, **Part –A will be opened on the same date, that is on the bid submission due date (1<sup>st</sup> November 2019) at 14:30 hrs. (IST) in the presence of attending Bidders.**

d. Bidders who wish to participate in the opening of Part-A may depute their representatives to ITER-India office on the specified date and time.

e. Bidders or their authorized representatives, who wish to attend the tender opening, should produce an authorization letter, failing which he/she may not be allowed to participate in the tender opening.

#### 1.11 Evaluation Committee (s)

a. As per ITER-India approved purchase procedures, an evaluation committee(s) duly constituted by the competent authority of ITER-India will evaluate the techno-commercial bids. The committee(s) may seek clarifications, hold techno-commercial discussions and finally make appropriate recommendations to the competent authority of ITER-India as per the mandate of the committee(s). However, the Purchase officer, ITER-India shall remain the single point of contact between ITER-India and the bidders.

#### 1.12 Evaluation and clarifications of Part-A bids

### 1.12.1 Shortlisting of Eligible bids meeting essential eligibility criteria

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| a. | At first the Part-A bids will be evaluated against the specified Essential Eligibility Criteria (EEC).  |
| b. | If it becomes necessary to seek clarifications from the bidders regarding EEC, the same will be sought through email from the bidders. In such an event, the bidder will furnish all the clarification to the Purchase Officer, ITER-India, on or before the date and time fixed for submission of such clarifications, by ITER-India. If the clarifications do not reach on or before the due date and time fixed, such bids are liable to be rejected without any further notice. Purchaser shall not bear the responsibility of delay in receipt of required clarification(s). |
| c. | The bids that are meeting the essential eligibility criteria stipulated in the Part-A(II) of the tender documents shall only be shortlisted as <b>"Eligible Bids"</b> .   |
| d. | The shortlisted <b>"Eligible bids"</b> only will be considered for further detailed techno-commercial evaluation.   |

### 1.12.2 Detailed Evaluation & Clarifications

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| a. | After evaluating the received Part-A bids against the essential eligibility criteria, the shortlisted "eligible bids" will be taken up for a detailed techno commercial evaluation.   |
| b. | If it becomes necessary to seek clarifications from the bidders regarding technical and commercial terms and conditions of the tender, the same will be sought through email from the bidders. In such an event, the bidder will furnish all the technical and commercial information/clarification to the Purchase Officer, ITER-India, on or before the date and time fixed for submission of such clarifications, by ITER-India. If the technical and commercial clarifications do not reach on or before the due date and time fixed, such bids are liable to be rejected without any further notice. Purchaser shall not bear the responsibility of delay in receipt of required clarification(s). |
| c. | Further to clarify and confirm the compliance of the stated requirements, specific meetings with the bidders may be called by ITER-India. The venue, date and mode of the meeting (In person/Tele) shall be intimated to the bidders in advance. Discussions will be held on the various aspects of the offer, including the deviations, if any, vis-à-vis tender requirements.   |
| d. | In the event of differences in commercial terms and conditions quoted by various bidders, ITER-India may resort to commercial discussions to bring all the bidders to common level of commercial terms and conditions.  |
| e. | ITER-India and their authorized representatives may visit the bidder's or their sub-contractors if required, as part of technical evaluation process. It is in the interest of the bidder to give access to visit the important facilities. The representatives visiting the bidder or Sub-contractors will assess the capability of the bidder for meeting the required tender requirements and delivery schedule as mentioned in Part-A (IV) of this tender.  |
| f. | In case bidder makes any alternative suggestions with respect to the tender requirements, the same will be discussed and noted for further evaluation by ITER-India. However ITER-India reserves the right to accept or reject such suggestions at its discretion.  |

g.	Where counter terms and conditions have been offered by the bidder, the same shall not be deemed to have been accepted by ITER- India, unless specific written acceptance thereof is obtained from ITER-India.
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### 1.12.3 Techno Commercial Deviations

a.	Based on the technical and commercial clarifications and discussions, ITER-India after an assessment may decide to allow some common technical or commercial changes as the case may be.
b.	ITER-India will send a list of accepted changes to all the “Eligible Bidders”. ITER-India may ask the eligible bidders to submit the differential price, if required. However, revision of the price bid will be limited to the part of the bid affected due to such changes. The differential price bid should contain only the revised portion of the price bid, which shall be considered along with the original price bid. Differential price should be sent only to the Purchase Officer, ITER-India duly sealed and superscribed with tender number with in the specified due date and time.
c.	All technical and commercial aspects pertaining to Part-A (Technical and Commercial bid without price) of the tender will be finalized prior to opening of Part-B (Price bid) and no change in this regard shall be accepted after opening of Part-B (Price bid).

### 1.12.4 Technically Qualified Bids

a.	Bids that are found to be compliant with the eligibility qualification criteria and the technical and commercial specifications specified in Part-A of the tender documents, shall be shortlisted as <b>Technically Qualified Bids</b> .
b.	Price bids (Part-B of bid) of only <b>Technically Qualified Bids</b> will be opened.

### 1.12.5 Unqualified Bids

a.	Bids that are found to be non-compliant of eligibility criteria and/or tender specifications as specified in Part-A documents will be considered as unqualified bids.
b.	Only qualified bidders shall be informed or intimated of Price Bid opening.

### 1.13 Bid opening of Part-B

a.	Price bids (Part-B of bid) of only technically qualified bidders (Section: <a href="#">1.12.4</a> ) shall be opened
b.	<b>Due date and time for opening of the Part-B</b> will be decided by ITER-India and the same shall be intimated in advance only to the technically qualified bidders.
c.	Part-B (Price bid) will be opened in the presence of the attending technically qualified bidders or their authorized representatives.
d.	Bidders who wish to participate in the opening of Part-B may depute their representatives to ITER-India on the specified date and time. Those who are attending the Price bid opening should produce an authorization letter, failing which he/she may not be allowed to participate in the price bid opening.

### 1.14 Evaluation and clarifications of Part-B bids

a.	The opened price bids will be evaluated and further clarifications if any may be sought from the respective bidders.
b.	The evaluation criteria and the basis for the price comparison is specified in Part-B document.
c.	Conditional discount, if any offered by the bidder shall not be considered and may lead to the rejection of the bid.
d.	The evaluation committee may further hold discussions with bidder(s), if required.
e.	The technical details and terms & conditions agreed by the bidder in the Part-A bid and during part-A evaluation shall prevail in case of any deviation(s) observed in Part-B.
f.	Price bid filled by the bidder shall only contain all the required rates, amount and particulars as per the price bid format (Part-B).

#### 1.15 Recommendation of Successful Bid

a.	The evaluation committee will recommend successful bid(s) to competent authority of ITER-India for awarding the Task Order.
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#### 1.16 Acceptance/Rejection of Bids

a.	Upon acceptance of successful bid(s), ITER-India may issue a Letter of Intent (LoI) within the validity/extended validity of the bid. Further, ITER-India may issue a Task Order after acceptance of LoI by the Supplier(s).
b.	Unsuccessful bidders will not be informed of the result of their bids.
c.	Non-compliance to tender specifications and/or tender scope and/or tender terms and conditions are liable for rejection. Decision of ITER-India in respect of non-compliance shall be final and binding on the bidders.
d.	Canvassing in any form with regard to this tender will lead to rejection of the bid.
e.	ITER-India reserves the right to accept or reject, any/all bid(s), in whole or in part, without assigning any reasons whatsoever and without any liability to ITER-India.
f.	If there is a request from the successful bidder for change in their company name for any legal reason, prior to entering into purchase order and after opening of price-bid, ITER-India reserves the right to allow or disallow such change. In case, ITER-India accepts the legal reason of the bidder and allows such change, then this shall be subject to the condition that the bid remains the same in every respect except for the change of the name and relevant documents in this regard are submitted to ITER-India by the bidder immediately.

## 2 Bid Submission Content, Format & Instructions

### 2.1 Bid Submission Envelopes & Contents

#### 2.1.1 Envelope-1: Main Envelope containing all parts (Part-A & Part-B)

##### Envelope-1: Part-A & Part-B

Tender Notice No: **I-ITN19008**

Due On- **Date: 1<sup>st</sup> November 2019 & Time: 13:00 hrs. (IST)**

Title: **“Logistics Services for Transportation and ad-valorem Insurance of ITER Cold Circulators and its components”.**





To

The Purchase Officer  
**ITER-India**, Institute for Plasma Research  
 Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,  
 Ahmedabad 380005,  
 Gujarat, INDIA

From: XXXXX

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*Table 2: List of contents for Envelope-1 (Main Envelope containing all parts, Part-A and Part-B)*

S/N	Content to be included	Detail
1	Covering Letter 	Optional
2	Sealed Envelope-1.1 	Sealed Envelope Containing bank drafts/proof of on-line transfer towards Tender Fees & EMD
3	Sealed Envelope-1.2 	Sealed Envelope Containing PART-A /Technical & Commercial Bids <b>without Price</b>
4	Sealed Envelope-1.3 	Sealed Envelope Containing PART-B /Price Bids

### 2.1.2 Sealed Envelope-1.1: Tender Fees & EMD

#### ENVELOPE-1.1: TENDER FEES & EMD

Tender Notice No: **I-ITN19008** Due On- **Date: 1<sup>st</sup> November 2019 & Time: 13:00 hrs. (IST)**

Title: **“Logistics Services for Transportation and ad-valorem Insurance of ITER Cold Circulators and its components”**

To

The Purchase Officer  
**ITER-India**, Institute for Plasma Research  
 Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,  
 Ahmedabad 380005,  
 Gujarat, INDIA

From: XXXXX

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#### 2.1.2.1 Sealed Envelope-1.1 Contents:

Table 3: List of contents for Envelope-1.1 (Tender Fees and EMD)

S/N	Content to be included	Detail
1	Covering Letter	Optional
2	Tender Fees & EMD	In case of DD: Original bank drafts towards Tender Fees & EMD  In case of RTGS/NEFT: proof of <u>RTGS</u> / NEFT towards Tender Fees & EMD

### 2.1.3 Sealed Envelope-1.2: Part-A (Technical & Commercial Bid without Price)

#### **ENVELOPE-1.2: PART-A (TECHNICAL & COMMERCIAL BID WITHOUT PRICE)**

Tender Notice No: **I-ITN19008** Due On- **Date: 1<sup>st</sup> November 2019 & Time: 13:00 hrs. (IST)**

Title: **“Logistics Services for Transportation and ad-valorem Insurance of ITER Cold Circulators and its components”**

**Bids in Duplicate + One Soft Copy of Part-A Bid on Flash Drive OR DVD OR CD**



To

The Purchase Officer  
**ITER-India**, Institute for Plasma Research  
Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,  
Ahmedabad 380005,  
Gujarat, INDIA

From: XXXXX

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#### 2.1.3.1 *Content of Envelope-1.2: Part-A (Technical & Commercial Bid without Price)*

The following table provides the guideline for preparing and arranging the Part-A bid documents.

Notes:

1. All the documents shall be properly filed and arranged into sections.
2. A clear separator for each section shall be provided for quick browsing of the documents.
3. Pages shall be numbered, initialled and stamped.
4. Apart from the given specific templates, bidder may also use the tender documents to insert any comments/mark-up within the text

*Table 4: List of contents for Envelope-1.2 (Part-A: Technical & commercial bid without price)*

Checked box <input checked="" type="checkbox"/> : Yes ; Un checked box <input type="checkbox"/> : No			
Part-A bids in <b>duplicate</b> along with a <b>soft copy</b> (Flash drive /DVD/CD) shall be prepared and submitted			<input type="checkbox"/>
S/N	Content	Detail	
1	Flash drive / DVD/CD 	<ul style="list-style-type: none"> <li>➤ Soft Copy of the Part-A bid <b><u>without Price</u></b></li> <li>➤ A label containing the bidder name and Tender No shall be indicated for identification</li> </ul>	<input type="checkbox"/>
2	Covering Letter & Bidder Information	<ul style="list-style-type: none"> <li>➤ Covering Letter</li> <li>➤ General information about the bidder as per the template provided in this document</li> </ul>	<input type="checkbox"/>





**ITER-India**  
**(Institute For Plasma Research)**

Tender Notice No.

I-ITN19008

3	EMD & Tender Fees details	➤ Photocopies / Covering letter containing Tender Fee & EMD details	<input type="checkbox"/>
4	Essential Eligibility Criteria (EEC)	➤ Submit point to point response against the specified EEC ➤ Provide documentary evidence as specified	<input type="checkbox"/>
5	Scope of Work and Technical Specifications	➤ Provide compliance against Scope of Work (including advalorem insurance and complete technical specifications)	<input type="checkbox"/>
		<b>Schedule :</b> ➤ Delivery Schedule complying to the tender requirement	<input type="checkbox"/>
6	Compliance against Terms and Conditions	➤ Compliance against the Payment terms ➤ Compliance to Security Deposit Bank Guarantee ➤ Compliance against others terms and conditions as specified	<input type="checkbox"/>
7	Unpriced Bid	➤ Unpriced bid as per the template	<input type="checkbox"/>
8	Registration proof	➤ GST registration certificate and PAN card – This should be valid till the order is fully executed i.e. In case of expiry of any of the certificate, the contractor shall submit the valid certificate(s) well in time.	<input type="checkbox"/>
9	Check List	➤ Verify & check the last column of this table and a copy of the same shall be submitted as marked checklist	<input type="checkbox"/>

2.1.4 Sealed Envelope-1.3: Part-B (Price Bid)

**ENVELOPE-1.3: PART-B (PRICE BID; IN DUPLICATE)**

Tender Notice No: **I-ITN19008** Due On- **Date: 1<sup>st</sup> November 2019 & Time: 13:00 hrs. (IST)**

Title: **“Logistics Services for Transportation and ad-valorem Insurance of ITER Cold Circulators and its components”**

To

The Purchase Officer  
**ITER-India**, Institute for Plasma Research  
Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,  
Ahmedabad 380005,

From: XXXXX

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2.1.4.1 *Content of Envelope-1.3: Part-B (Price Bid)*

*Table 5: List of contents for Envelope-1.3 (Part-B: Price Bid)*

Part-B bids in <b>duplicate</b> shall be prepared and submitted			<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All pages shall be signed by authorized signatory, numbered and stamped</li> </ul>			
S/N	Content to be included	Detail	
1	Covering Letter	Optional	<input type="checkbox"/>
2	Price Bid	Submit price bids in prescribed format. Refer to Part-B document for details.	<input type="checkbox"/>

### 3 Annexures

#### 3.1 Annexure-A1: Format for submission of Pre-bid queries/Clarifications

Notes:

- (i) The bidders are required to note that as per tendering conditions, no revision in price is permitted after submission of Part-A and Part-B bids, unless ITER-India authorizes changes on the technical specifications and/or scope of work. Hence, it is imperative that the total scope of the tender and its technical requirements are fully understood by the bidder before submitting the bids. With a view to get complete clarity on the bid document, the bidders are advised to study the tender documents thoroughly and seek clarifications / confirmations, wherever needed, from ITER-India during the pre-bid stage.
- (ii) The bidders are also advised to bring to the notice of ITER-India, through this format, any suggested changes on the tender specifications/scope of work with a view to ensure/ improve the overall system performance. Any omission / contradiction on the tender specifications, scope of work/Price format etc. observed by the bidder also may be brought to the notice of ITER-India in this format.
- (iii) The bidders shall, however, note that no deviations/exceptions to the tender specifications and scope of work are acceptable.
- (iv) No exception/deviation/change to the tender specifications/scope of work shall be recognized, unless the same is accepted in writing by ITER-India. Only such changes which are accepted by ITER-India shall form part of the original tender.
- (v) The bidder shall submit queries in below specified format in hard copy (e-mail of scanned copy duly signed and with official stamp is also acceptable) as well as in soft copy in editable form.

**Tender No: I-ITN19008 dated 16<sup>th</sup> October 2019**

**FORMAT FOR RAISING PRE-BID QUERIES/CLARIFICATIONS BY THE BIDDER**

*Table 6: Format for submission of Pre-bid queries/Clarifications*

1.Name of the Bidder	2.Query No.	3. Ref. Tender Part / Section No.	4. Ref. Clause No.	5.Description of the query	6.Response of ITER-India

*Please add rows to the table above as required*

*1-5: To be filled by the Bidder*

\_\_\_\_\_  
Authorized signatory of Bidder

\_\_\_\_\_  
Bidder's stamp



### 3.2 Annexure-A2: Letter for Acceptance of Part-A of Tender

*(This form should be duly filled- in, signed, stamped and sent by the bidder along with Part-A of the Bid.*

**From:**

Name and address of Applicant Bidder  
Name of Contact Person  
Contact Number (Tel. no., mobile no., Fax no., E-mail)

**Date:**

**To:**

The Purchase Officer  
ITER-India, Institute for Plasma Research,  
Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,  
Ahmedabad 380005,  
Gujarat, INDIA Tel: + 91-79-2326 9656  
Email: [purchase@iter-india.org](mailto:purchase@iter-india.org)

Subject: Acceptance of Part-A of the Tender

Dear Sir/Madam,

This is with reference to your tender No.: **I-ITN19008 dated 16<sup>th</sup> October 2019**. We have gone through all the Technical Specifications, scope of work and other technical details (Part-A (III)) and Terms and Conditions (Part-A (IV)) of the tender. In this regard, we would like to confirm the following **(Please ✓ against applicable point)**.

- ☐ We accept all the Technical Specifications, scope of work and other details as per Part-A (III) and the Terms and Conditions as per Part-A (IV) of the tender.
- ☐ We accept all the Technical Specifications, scope of work and other details as per Part-A (III) and the Terms and Conditions as per Part-A (IV) of the tender, **except following deviations**.

**List of deviations as mentioned below:**

Signature

Bidder's stamp

Name:

Position:

Address:

Tel:

Fax:



### 3.3 Annexure A3: General Particulars of the Bidder

1.	Name of the Bidder	
2.	Bidder's Proposal No. and Date	
3.	Name and designation of the officer of the Bidder to whom all references shall be made for expeditious co-ordination.	
4.	Postal Address, Telephone & Fax Nos. and e-mail Address of Registered Office	
5.	Address, Telephone Nos., Fax Nos. and e-mail ID of European/Any other Logistics company through which the proposed work (if entrusted) will be handled with name & designation of person-in-charge	
6.	Core Competence of business	
7.	Areas of other business activity, if any & place of such business	
8.	Any additional information which the tenderer considers relevant for evaluation of this tender	
9.	Bank details of the Bidder	
10.	GST Registration details of the bidder	

\_\_\_\_\_  
Authorized signatory of Bidder

\_\_\_\_\_  
Bidder's stamp

### 3.4 Annexure-A4: Unpriced Bid Template

**Price – Bid Format for Multimodal Transportation (Road & Air) along with Customs Clearance activities of ITER Cold Circulators and its components for**

**Scope – 1: Japan to France, Total : 3 ODC Wooden crates (PL # 1396)**

**and**

**Scope - 2: Japan to France, Total : 2 Non ODC Wooden crates (PL # 1506)**

**Table-1**

Sr. No.	Description	Unit	Quoted/Not Quoted – To be mentioned
1.	Road Transportation Charges from M/s Meisei Corporation, Izutacho-Branch, 1-38, Izuta-Cho, Kanagawa-Ku, Yokohama-Shi, Kanagawa, 221-0032, Japan to any International Airport in Japan (Loading of Items will be carried out by the Supplier as per FCA Incoterms 2010)	Per Kg Price in INR	YES/NO
2.	Export Customs Clearance Charges at International Airport in Japan (Necessary documents will be provided by Supplier/Manufacturer /Exporter))	Lump sum Price in INR	YES/NO
3.	Airport Handling Charges	Per Kg Price in INR	YES/NO
4.	Loading & Unloading Charges (At any International airport in Japan)	Per Kg Price in INR	YES/NO
5.	Fuel and Security Surcharges	Per Kg Price in INR	YES/NO
6.	Over Dimension Cargo (ODC) Charges	Per Kg Price in INR (This will be applicable for PL no. 1396 only)	YES/NO
7.	Air Freight Charges from International Airport Japan to Marseille Airport, France	Per Kg Price in USD/Euro**	YES/NO
8.	Import Customs Clearance Charges at Marseille	Lump sum	YES/NO

	Airport, France Note : The Customs Duty Exemption Certificate will be provided by Purchaser. If it is not possible, the same charges will be reimbursed on actual basis based on documentary proof.	Price in INR	
9.	Road Transportation Charges from Marseille Airport, to ITER Organization Storage Site, France	Per Kg Price in INR	YES/NO
10.	Insurance (ICC – A coverage, WAR & SRCC and loading & unloading covered) to be mentioned in % of 110% Goods/Items Value.	Insurance in terms of % of Goods/Items value	YES/NO
11.	Any other charges (To be specified)		YES/NO
12.	Applicable Taxes and Duties in % (Pl. mention sr. nos. as per above list for which GST will be applicable)	To specify applicable % and sr. nos. on which GST is applicable	To specify % and applicable sr. nos.

**NOTES:**

- The insurance cost shall be mentioned separately as per Sr. No. 10 in Table-1
- The detention charges (if any) shall be mentioned separately.
- L1 will be derived based on the total cost to ITER-India i.e. Total of Sr. no. 1 to 12 of Table-1 (including applicable taxes & duties). The Purchaser i.e. ITER-India reserves the right to split the order as per below:
  - One order to be awarded to the technically qualified L1 bidder based on price as quoted in Table-1.
  - One order to be awarded to the technically qualified L1 bidder based on price as quoted in Table-2.
  - In case the same bidder is L1 for Table-1 and Table -2, then the order shall not be split and complete scope of the tender will be awarded to single technically qualified L1 bidder.
- Payment shall be made on actual weight transported based on weight and dimension mentioned in Air Way Bill.
- 6000 cubic cms shall be deemed to be equal to one kilogram.
- SBI TT selling rate (For air freight charges) shall be taken as on date of tender for conversion from USD/Euro to INR. This will be considered for deriving L1 bidder.

**Price – Bid Format for Multimodal Transportation (Road & Air) along with Customs Clearance activities of ITER Cold Circulators and its components**

**Scope – 3: Japan to India, Total : 3 Non-ODC Wooden Crates (PL # 1397).**

**Table-2**

Sr. No.	Description	Unit	Quoted/Not Quoted – To be mentioned
1.	Road Transportation Charges from M/s Meisei Corporation, Izutacho-Branch, 1-38, Izuta-Cho, Kanagawa-Ku, Yokohama-Shi, Kanagawa, 221-0032, Japan to any International Airport in Japan	Per Kg Price in INR	YES/NO
2.	Export Customs Clearance Charges at International Airport in Japan (Necessary documents will be provided by Supplier/Manufacturer /Exporter))	Lump sum Price in INR	YES/NO
3.	Airport Handling Charges	Per Kg Price in INR	YES/NO
4.	Loading & Unloading Charges (At any International airport in Japan)	Per Kg Price in INR	YES/NO
5.	Fuel and Security Surcharges	Per Kg Price in INR	YES/NO
6.	Air Freight Charges from International Airport Japan to Ahmedabad International Airport, India	Per Kg Price in USD/Euro	YES/NO
7.	Insurance (ICC – A coverage, WAR & SRCC and loading & unloading covered) to be mentioned in % of 110% Goods/Items Value.	Insurance in terms of % of Goods/Items value	YES/NO
8.	Any other charges (To be specified)		YES/NO
9.	Applicable Taxes and Duties in % (Pl. mention sr. nos. as per above list for which GST will be applicable)	To specify applicable % and sr. nos. on which GST is applicable	To specify % and applicable sr. nos.





**NOTES:**

- a. The insurance cost shall be mentioned separately as per Sr. No. 10 in Table-1.
- b. The detention charges (if any) shall be mentioned separately.
- c. L1 will be derived based on the total cost to ITER-India i.e. Total of Sr. no. 1 to 12 of Table-1 (including applicable taxes & duties).
- d. Payment shall be made on actual weight transported based on weight and dimension mentioned in Air Way Bill.
- e. 6000 cubic cms shall be deemed to be equal to one kilogram.
- f. SBI TT selling rate (For air freight charges) shall be taken as on date of tender for conversion from USD/Euro to INR. This will be considered for deriving L1 bidder.

Place:

Signature

Date:

Name:

Name of the Bidder:

Official Seal: